



University of Pretoria Digital Institutional Research Repository Needs Assessment

Example only

University of Pretoria
Pretoria
0001
<http://www.dspace.up.ac.za>

Tel.: +27 12 420 3082
Fax: +27 12 362 5100
E-mail: upspace@up.ac.za

Needs Assessment (Example only)

Implementation Planning Team Survey	
What kinds of content will we accept?	
Who wants/needs to deposit content in the repository?	
Who will provide metadata?	
What will be the service's mission?	
Who will be the key users?	
Who are the key stakeholders we should include in our planning?	
What services would we offer if we had unlimited resources?	
What can we afford to offer?	
Will we charge for our services? (free or fee-based)	
What responsibilities will the library bear versus the content community?	
What are our top service priorities?	
What are the short-term priorities and long-term priorities?	
How will we organize our content? According to institutional structure/ subjects/ CoP?	
How are scholarly works currently published or stored on campus?	
What IT resources are available on campus?	
What are academic perceptions of the issues and problems of managing digital materials?	

Academic Survey	
Which faculty or department are you affiliated with at the university?	
How long have you been at the university?	
Are you a tenured academic?	
<p>How important to you are the following statements about the benefits offered by an institutional repository?</p> <ul style="list-style-type: none"> - Make preprint versions of my research available to a worldwide audience. - Make my research available faster than the traditional publishing process. - Make available types of materials that have not been made available through the traditional publishing process, including large datasets and rich media formats such as audio, video, and graphic images. - Make my research available with very little effort on my part and without my having to maintain a website of my own. - Provide long-term preservation of my digital research materials. - Make it easy for other people to search for and locate my work. - Allow me to search for the most current findings of my colleagues throughout the university. - Preserve the research of the university in a convenient, central place. 	
What digital formats do you use to create your research materials, conference materials, or other	

<p>scholarly communication?</p> <ul style="list-style-type: none"> - Data formats - Source code - Binary formats - BinHex format - Postscript formats - Video formats - Graphical image formats - Audio formats - Text formats - Page description formats - Microsoft Office Suite formats - Other (specify) 	
<p>Which formats would you likely submit to an institutional repository?</p> <ul style="list-style-type: none"> - Data formats - Source code - Binary formats - BinHex format - Postscript formats - Video formats - Graphical image formats - Audio formats - Text formats - Page description formats - Microsoft Office Suite formats - Other (specify) 	
<p>If you distribute preprint articles, how do you distribute them?</p> <ul style="list-style-type: none"> - Post them to my own website. - Post them to my department's website. - Post them to a discipline-specific preprint site. - Send them out by email. - Mail out paper copies. - Other (specify) 	
<p>How many peer-reviewed articles, conference papers, datasets, or other types of scholarly communication do you typically author or co-author annually?</p> <ul style="list-style-type: none"> - 0-1 per year - 2-4 per year - 5-7 per year - 8-10 per year - Greater than 10 per year 	
<p>Which of the following typically apply when you submit an article or other work for publication? (Select up to three of the most common requirements you have.)</p> <ul style="list-style-type: none"> - I surrender the copyright of all submitted materials to the publisher. - I pay a flat fee to submit materials. - I am required to pay page charges. - Neither the article nor any part of its essential substance, tables, or figures may be published or submitted elsewhere before submission to the publisher. - Preprints may be posted on recognized preprint servers if the server is identified to the editor upon submission of the paper, or with other minor restrictions. - I retain the right to post the final work on the web. - I retain the right to use the published materials in the courses I teach. 	

<ul style="list-style-type: none"> - I don't typically get engaged in the submission process, so I am unfamiliar with its requirements. - Other (specify) 					
<p>Overall, how interested are you in using an institutional repository when it becomes available at this university?</p> <ul style="list-style-type: none"> - Extremely interested - Somewhat interested - Neither interested nor uninterested - Not very interested - Not at all interested 					
<p>My concerns about submitting to an institutional repository include: (Select your top three concerns.)</p> <ul style="list-style-type: none"> - I worry it might constitute prior publication and prevent me from submitting my work to journals. - I am hesitant to submit my work to a repository that does not have a formal review policy or other quality control process. - I prefer that only my formally published works be available for public consumption. - I am hesitant to assign distribution rights for my scholarly works to the university. - I would be worried about the risk to the patentability of my ideas. - I am concerned that works submitted to an institutional repository will not have citation value and will not count towards tenure. - I am uncomfortable using electronic resources such as word processors, spreadsheets, the Internet, and email. - I already submit to a preprint server. - Other (specify) 					
<p>The university library is considering expanding its basic institutional repository service to include some custom and consultative services. Please indicate your interest in using the following services:</p>					
Personalized information services	Would not use	Probably would not use	Might or might not use	Probably would use	Definitely would use
Customized reporting services	Would not use	Probably would not use	Might or might not use	Probably would use	Definitely would use
Publishing services	Would not use	Probably would not use	Might or might not use	Probably would use	Definitely would use
Digital conversion services	Would not use	Probably would not use	Might or might not use	Probably would use	Definitely would use
Reformatting services	Would not use	Probably would not use	Might or might not use	Probably would use	Definitely would use
Reformatting consulting	Would not use	Probably would not use	Might or might not use	Probably would use	Definitely would use
Collection administrative services	Would not use	Probably would not use	Might or might not use	Probably would use	Definitely would use
Metadata consulting	Would not use	Probably would not use	Might or might not use	Probably would use	Definitely would use
Metadata services	Would not use	Probably would not use	Might or might not use	Probably would use	Definitely would use
Batch import services	Would not use	Probably would not use	Might or might not use	Probably would use	Definitely would use
Who in your department typically makes the purchasing decision for services such as those listed in					

the question above? - Individual academics - Head of the lab, center, or department - Department administrative officer - Other (specify)	
How do you get most of your information about university programmes or initiatives? - University newspapers - Student newspapers - University website - Faculty newsletters - Departmental newsletters - Local newspaper - Other (specify)	

Acknowledgement (source):

Barton, M.R. & Waters, M.M. 2005. Creating an institutional repository: LEADIRS Workbook.